

**IMPORTANT INFORMATION REGARDING LEGAL NOTICES &
PUBLIC NOTICES TO PROPERTY OWNERS**

PURSUANT TO GOVERNOR MURPHY'S EXECUTIVE ORDERS 107 AND 152 THAT RESTRICT PUBLIC GATHERINGS, THE BOROUGH OF LEONIA PLANNING BOARD MEETINGS ARE NOW HELD VIA REMOTE VIDEO CONFERENCE IN LIEU OF AN IN- PERSON MEETING. AS A RESULT, PLEASE CONTACT THE PLANNING BOARD SECRETARY, ADAM MYSZKA FOR THE REMOTE MEETING INFORMATION PRIOR TO THE REQUIRED NOTICE DEADLINES.

Adam Myszka
amyszka@leonianj.gov

201.592.5780 x265

BOROUGH OF LEONIA

PLANNING BOARD APPLICATION CHECKLIST

Dear Applicant:

The following is a checklist of requirements for your application to be deemed complete in order for you to appear before the Leonia Planning Board:

✓	Deadline	Requirements
	At Submission of Application	Escrow Payment of \$1300 (or \$3000 for COMMERCIAL)
	At Submission of Application	Application Fees (See Fee Schedule attached)
	20 Days Prior to Planning Board Meeting	Application Notice
	20 Days Prior to Planning Board Meeting	Denial Letter from Zoning Officer
	20 Days Prior to Planning Board Meeting	Copy of Legal Notice to be Sent to "The Bergen Record"
	20 Days Prior to Planning Board Meeting	Copy of Notice to Property Owners (to be sent to 200 ft List)
	20 Days Prior to Planning Board Meeting	Tax Certification and Proof of Ownership
	20 Days Prior to Planning Board Meeting	W-9 Form
	20 Days Prior to Planning Board Meeting	Campaign Disclosure Form
	20 Days Prior to Planning Board Meeting	Site Plan with Key Map - SIGNED & SEALED
	10 Days Prior to Planning Board Meeting	Notice to Property Owners - PROPERTY OWNERS ON THE 200 FT LIST MUST RECEIVE NOTICE A MINIMUM OF 10 DAYS PRIOR TO SCHEDULED MEETING DATE
	10 Days Prior to Planning Board Meeting	Affidavit of Service of Notice (<i>For Hand Delivered Notices</i>)
	10 Days Prior to Planning Board Meeting	Green & White USPS Certified Mail Receipt) - MUST BE DATE STAMPED BY THE POST OFFICE
	10 Days Prior to Planning Board Meeting	Affidavit of Public Notice from "The Bergen Record"
	5 Days Prior to Planning Board Meeting	Signed Green Return Receipts and Unclaimed Notices

REVIEW PERIOD:

We have 45 days to review and deem an application complete. Please submit 2 copies of your original completed application, *items listed above*, a minimum of 20 days before the scheduled meeting date to:

Adam Myszka

Administrative Secretary to Leonia Planning Board

312 Board Avenue

Leonia, NJ 07605

201.592.5780 x265

<mailto:amyszka@leonianj.gov>

When your application is deemed complete, you will be notified and you are required to submit 20 copies of the plan to the Planning Board. **Please note, we only need 2 full copies of the application package (items listed in the checklist above) and 20 copies of your application, denial letter, copy of notices and site plan with key map (signed & sealed).**

BOROUGH OF LEONIA PLANNING BOARD FEES

DEVELOPMENT APPLICATIONS:

Appeals filed pursuant to N.J.S.A. 40:55D-70a of the MLUL, each: \$100.
(Appeal of Zoning Officers decision)

Interpretations filed pursuant to N.J.S.A. 40:55D-70b of the MLUL, each: \$100.
(Interpretations of Zoning Code or Zoning Map)

Variance appeals filed pursuant to N.J.S.A. 40:55D-70c(1) or (2):
(C Variance)

Initial variance: \$250.

Each additional: \$100.

Variance appeals filed pursuant to N.J.S.A. 40:55D-70d(1), each: \$500.
(Use Variance)

Variance appeals filed pursuant to N.J.S.A. 40:55D-70d(2) or (3), each: \$350.
(2- Non-Conforming or Conditional use) (3- Deviation from a specification for a conditional use)

Variance appeals filed pursuant to N.J.S.A. 40:55D-70d(4), (5), or (6), each: \$350.
(4-Floor Area Ratio) (5- Density) (6- Height)

OTHER:

Planning Board:

Certified list of property owners: \$10.

Publication of decisions: \$50.

MINOR SUBDIVISION:

Minor subdivision: \$500.

PRELIMINARY MAJOR SUBDIVISION:

Up to one acre: \$750.

Each additional acre or fraction thereof: \$200.

Final major subdivision: \$500.

PRELIMINARY SITE PLAN:

Residential uses: \$250.

Plus per each dwelling unit: \$50.

All other uses: \$350.

Plus per 1,000 square feet of gross floor area: \$50.

FINAL SITE PLAN:

Residential uses: \$250.

Plus per each dwelling unit: \$50.

All other:

All other uses: \$350.

Plus per 1,000 square feet of gross floor area: \$50.

Amended site plan application: \$150.

APPLICATION NUMBER _____

NOTICE TO APPEAL BEFORE THE
BOROUGH OF LEONIA PLANNING BOARD
FOR A VARIANCE APPLICATION

Applicant _____

Address _____

Town _____ County _____ State _____

Description of Property Involved:

Address _____

Size of Lot _____ Present Use or Occupancy _____

Borough Assessment Map: Block _____ Lot _____

Is Property within 200 feet of Borough Line? Yes _____ No _____

If YES, give name of adjacent Municipality _____

Owned or Leased _____ Subject to Sale Agreement? Yes _____ No _____

Use of Relief Desired:

Signature of Applicant _____ Date _____

Files on behalf of Applicant: by _____, Attorney

Address _____

LEGAL NOTICE
LEONIA BOROUGH PLANNING BOARD
VIRTUAL HEARING ON APPLICATION

PLEASE TAKE NOTICE that the Borough of Leonia Planning Board will hold a special meeting on _____ at 7:30 p.m. via remote video conference in lieu of an in-person meeting due to the Coronavirus pandemic and Governor Murphy's Executive Orders 107 and 152 that restrict public gatherings.

The application is submitted by:

NAME: _____

ADDRESS: _____

TOWN: _____ **COUNTY:** _____ **STATE:** _____

ZONE: _____

The property is known on the Borough's Tax Map as **BLOCK:** _____ **LOT:** _____

Nature of Relief or variance(s) Desired:

(List Zoning Code, Existing & Proposed Calculations and Required Calculations as indicated on Zoning Denial Form)

Meeting materials are on file in the office of the Zoning Officer and may be inspected during normal business hours at Leonia Borough Hall, 312 Broad Avenue, Leonia NJ. Meeting materials will also be posted on the Borough website and can be found by visiting the following website: leonianj.gov/PlanningBoardDocuments. If you need technical assistance regarding accessing the remote meeting or are unable to access the documents, please contact the Board Secretary, Adam Myszka by email at <mailto:amyszka@leonianj.gov> or by telephone at 201-592-5780 x 265.

Please join this meeting from your computer, tablet or smartphone.

INSERT LINK HERE

You can also dial in using your phone.

United States: **INSERT DIAL-IN NUMBER HERE**

Access Code: **INSERT ACCESS CODE HERE**

**NOTICE TO PROPERTY OWNERS
REFERENCE NOTICE OF APPEAL
BEFORE THE PLANNING BOARD
BOROUGH OF LEONIA**

PLEASE TAKE NOTICE that the Borough of Leonia Planning Board will hold a special meeting on _____ at 7:30 p.m. via remote video conference in lieu of an in-person meeting due to the Coronavirus pandemic and Governor Murphy's Executive Orders 107 and 152 that restrict public gatherings.

PROPERTY INVOLVED:

NAME: _____

ADDRESS: _____

TOWN: _____ **COUNTY:** _____ **STATE:** _____

ZONE: _____ **PRESENT USE OF OCCUPANCY:** _____

The property is known on the Borough's Tax Map as **BLOCK:** _____ **LOT:** _____

Nature of Relief or Variance(s) Desired:

(List Zoning Code, Existing & Proposed Calculations and Required Calculations as indicated on Zoning Denial Form)

Meeting materials are on file in the office of the Zoning Officer and may be inspected during normal business hours at Leonia Borough Hall, 312 Broad Avenue, Leonia NJ. Meeting materials will also be posted on the Borough website and can be found by visiting the following website: leonianj.gov/PlanningBoardDocuments. If you need technical assistance regarding accessing the remote meeting or are unable to access the documents, please contact the Board Secretary, Adam Myszka by email at <mailto:amyszka@leonianj.gov> or by telephone at 201-592-5780 x 265.

Please join my meeting from your computer, tablet or smartphone.

INSERT LINK HERE

You can also dial in using your phone.

United States: **INSERT DIAL-IN NUMBER HERE**

Access Code: **INSERT ACCESS CODE HERE**

DATE

SIGNATURE OF APPLICANT

ADDRESS: _____

Borough of Leonia

200 Ft List Request

For Planning/Zoning Board

\$10 Fee Required

Property Owner Name _____

Contact Number _____ Block _____ Lot _____

Property Address _____

I am presenting an application to the Planning Board of Leonia and request:

- 1) Tax Certification (to confirm property taxes, etc are paid up to date)
- 2) 200 Ft List necessary for notification of application

I understand that if the application is not deemed complete and placed on the agenda within 3 months, a new tax certification and 200 ft list will be required. This is to maintain up to date information in the application, as well as an accurate notice to surrounding neighbors and properties. I will re-submit this request form, should that become necessary. _____ (initial)

☐ I am representing myself ☐ I am represented by an attorney (info below)

Attorney Name _____

Attorney Address _____

Attorney Phone # _____

Applicant's Signature _____ Date _____

200 Ft Lists requests MUST be submitted at least 7 business days before they are needed!!

(Official Use Only)

Date Request Filled _____ By _____ Form of Payment _____

LIST OF UTILITIES FOR THE BORO OF LEONIA

BERGEN COUNTY PLANNING BOARD
ONE BERGEN COUNTY PLAZA, 4TH FLOOR
HACKENSACK, NJ 07601-7000

SUEZ
461 FROM ROAD
PARAMUS, NJ 07652

PSE&G
MANAGER-CORPORATE PROPERTIES
80 PARK PLAZA T6B
NEWARK, NJ 07101

VERIZON COMMUNICATIONS
540 BROAD STREET FLOOR 15
NEWARK, NJ 07101

NEW YORK CENTRAL LINE LLC
500 WATER STREET J-910
JACKSONVILLE, FL 32202

NEW YORK CENTRAL LINE LLC
2565 W 5TH STREET
JACKSONVILLE, FL 32254
904-359-1698

SUEZ
REAL ESTATE DEPARTMENT
200 OLD HOOK ROAD
HARRINGTON PARK, NJ 07640

SPECTRUM
200 ROOSEVELT PLACE
PALISADES PARK, NJ 07650

NJ TURNPIKE AUTHORITY
LAW DEPT
PO BOX 5042
581 MAIN STREET
WOODBIDGE, NJ 07095

UNITED STATES ENVIRONMENTAL
PROTECTION AGENCY
RICHARD HO
290 BROADWAY
NEW YORK, NY 10007-1866

DEPARTMENT OF ENVIRONMENTAL
PROTECTION
PO BOX 432
410 E STATE STREET
TRENTON, NJ 08625

NJ DEPT OF TRANSPORTATION
1035 PARKWAY AVENUE
PO BOX 600
TRENTON, NJ 08625

BERGEN COUNTY UTILITIES AUTH.
DIRECTOR OF ENGINEERING
PO BOX 9
LITTLE FERRY, NJ 07643

BOROUGH OF LEONIA

PLANNING BOARD

TAX CERTIFICATION

NAME _____

ADDRESS _____

BLOCK _____ LOT _____

CERTIFIED THIS _____ DAY OF _____, 20

DATE TAXES WERE PAID _____

TAX OFFICIAL

TAX

BOROUGH OF LEONIA

Application Addendum

Campaign Disclosure Form As required By Leonia Ordinance 02-04

Applicant Name: _____

Applicant Address : _____

List all reportable campaign contributions made pursuant to NJSA 19:44-1 et seq. in the last twelve (12) months on behalf of or to any candidate for public office, candidate committee, joint candidates committee, political committee, continuing political committee or political party committee in or pertaining to the Borough of Leonia.

Contribution	Date of Contribution	Amount

I certify that the foregoing statements are true: _____

Signature

Date

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-			-			
--	--	--	---	--	--	---	--	--	--

or

Employer identification number

		-							
--	--	---	--	--	--	--	--	--	--

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.